

Employee Handbook

Revised January 2009

Trinity
Presbyterian
Church



TABLE OF CONTENTS

Employment Relationship.....	5
Employment at Will	5
Equal Employment Opportunity	5
Employment.....	6
Employment Classifications	6
Employment Status.....	6
Regular or Term Status	6
Full-time or Part-time Status	6
Exempt or Non-Exempt Status.....	6
Personnel Records	6
Employment of Relatives	7
Departmental Transfers.....	7
Promotions.....	7
Resignations	7
Employment Verification or Inquiries.....	7
Re-Hire of Former Employees.....	7
Corrective Action	8
Compensation	10
Pay and Pay Periods.....	10
Confidentiality of Salary Information	10
Performance Reviews	10
Work Hours	10
Non-Exempt Employees.....	10
Garnishments.....	11
Benefits	12
Board of Pensions Benefits.....	12
Group Medical Insurance.....	12
Retirement/Annuity.....	12
Flexible Spending Accounts for Medical Expenses	13
Group Term Life Insurance	13
Accidental Death and Dismemberment Insurance.....	13
Long-Term Disability Insurance	13
Workers' Compensation Insurance	13
Unemployment Insurance	13
Reimbursement for Business-Related Expenses	13
Holidays, Vacations, and Leave Time.....	14
Holidays.....	14
Vacations.....	14
Eligibility.....	15
Accrual	15
Approval.....	15
Carryover.....	15
Usage.....	16
Separation.....	16

Sick Leave	16
Medical Leave of Absence	17
Personal Leave of Absence	17
Study Leave	17
Military Leave.....	18
Workers' Compensation Leave.....	18
Parental Leave.....	18
Purpose	18
Eligibility.....	18
Terms	18
General Leave Notifications.....	19
Bereavement Pay	20
Jury Duty Pay.....	20
Inclement Weather Pay	20
Voting.....	20
Professional Development.....	20
Standards of Conduct.....	22
Personal Conduct	22
Appearance	22
Attendance.....	22
Church Property	22
Computer Usage Policy.....	22
Anti- Harassment Policy.....	23
Grievance and Problem-Solving Procedure	24
General Administrative Guidelines	25
Illness or Injury on Church Property	25
Telephone Calls.....	25
Parking	25
Other Employment	25
Housekeeping	25
Privileged Information	25
Smoking.....	25
Acknowledgement Form.....	26

EMPLOYMENT RELATIONSHIP

Employment at Will

Employment at Trinity Presbyterian Church (“TPC”) is employment “at-will.” This means that either the employee or TPC may terminate the employment relationship at any time, with or without cause. No TPC clergy, supervisor, or manager has authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor, Executive Pastor, or Church Administrator, with the approval of Session, may make such an agreement, and then only in writing signed by the employee and TPC.

Equal Employment Opportunity

TPC is committed to equal employment opportunity for all qualified persons, without regard to race, color, national origin, religion, gender, marital status, sexual orientation, physical disability, or age, to the extent required by law. This statement applies to all employment practices, including hiring, promotions, training, disciplinary actions, terminations, and the administration of benefits.

TPC expects all employees to show respect to each other and to demonstrate a commitment to the church’s equal opportunity objectives. If a violation of this policy is observed, that violation should be reported to a supervisor immediately. If the matter is not handled, it should be brought to the attention of the Senior Pastor, Executive Pastor, or the chairperson of the Personnel Committee.

EMPLOYMENT

Trinity Presbyterian Church is committed to providing a work environment that fully utilizes the spiritual gifts and talents of its employees to the mutual benefit of the individual and the church. The church is committed to providing a work atmosphere that will attract and retain dependable and capable individuals.

Employment Classifications

There are two categories of employees: regular and term. Where it is required by law, a distinction will be made between those considered exempt (professional/executive staff) and non-exempt (support staff) by the Fair Labor Standards Act (FLSA). Exempt employees are not eligible to receive overtime pay, while non-exempt employees are eligible to receive overtime pay. In lieu of overtime pay, compensatory time may be taken, with permission of the Church Administrator, if used within the pay period in which it was earned.

Employment Status

Three factors define the status of employees. These are: the period of employment (regular/term), the number of hours regularly scheduled to work (full-time/part-time), and eligibility for overtime (exempt/non-exempt). Employees having questions regarding their employment status should contact the Church Administrator.

Regular or Term Status

If the period of employment has no prearranged ending date, the employee's status is regular. If the period of employment has a prearranged ending date, the employee's status is term.

Full-time or Part-time Status

Full-time employees are those regularly scheduled to work a full work week (37.5 hours a week). Part-time are those regularly scheduled to work less than a full work week.

Exempt or Non-Exempt Status

Employees whose positions meet specific exemption tests established by the FLSA are exempt from overtime. Employees whose positions do not meet these tests are not exempt and must be paid for all hours worked, at 1 ½ times their regular hourly rate of pay for time worked in excess of 37.5 hours per week.

Personnel Records

Official personnel files are maintained in the Church Administrator's office. This office should be notified promptly of any changes that are required to keep information current and accurate. Personnel files are kept confidential. An employee may request

to see his/her file by contacting the Church Administrator to arrange a mutually agreeable time when the file can be reviewed.

Employment of Relatives

TPC will consider relatives of existing employees for employment. However, all employment decisions are based upon an individual's qualifications as compared to job requirements and applicant pool. Relatives of existing employees will not be given preferential treatment in employment matters.

Departmental Transfers

A transfer occurs when an employee moves from one department to another department without changing the level of employment. A departmental transfer may be made at the request of the church or at the request of the employee. To request a transfer, the employee should contact the Church Administrator or his/her supervisor. Only employees with fully satisfactory work performance will be considered for a transfer.

Promotions

A promotion can occur as an employee moves to a higher level of employment. Promotions are made from within the organization, whenever possible. The keys to promotional consideration are superior work performance and demonstration of the skills necessary for advancement to the next level of employment.

Resignations

In the event an employee resigns, the resignation should be submitted in writing to the employee's supervisor. Full-time employees should give a minimum of two (2) weeks notice. Part-time employees should give a minimum of one (1) week notice.

Employment Verification or Inquiries

All employment verifications and inquiries will be processed by the Church Administrator or supervisor. A written record of all verifications and inquiries will be maintained in the employee's personnel file.

Re-Hire of Former Employees

Former employees who maintained a good employment record will be eligible for consideration for re-employment when a job opening for which they qualify exists. All former employees must go through the normal hiring procedures.

A former employee who is re-hired has the same employment status as a new employee unless legal requirements stipulate otherwise. The rate of pay for a re-hired employee is determined by the level of employment, the skills of the employee, and the church's

salary administration plan. The rate of pay at the time of re-hire may or may not agree with the rate paid at the time of termination.

Corrective Action

It is the policy of TPC to maintain standards of employee performance, attendance, and conduct which will allow the church to fulfill its missions. The goal of corrective action is to assist an employee to achieve an acceptable level of performance, attendance, and conduct.

The determination of appropriate corrective action is within the discretion of the supervisor. However, to ensure consistent and fair treatment of all employees and to protect TPC and the supervisor from liability, the supervisor will consult with the Head of Staff or Church Administrator to determine the history of corrective action for specific actions or performance problems and to assist in determining the appropriate action for individual circumstances.

The following actions may result in disciplinary action (this is not an exhaustive list):

- Insubordination of any kind to supervisor(s).
- Disorderly or unbecoming conduct.
- Breach of confidentiality.
- Unsatisfactory work performance.
- Dishonesty or any act detracting from on the good reputation of the church.
- Obtaining employment on the basis of false or misleading information.
- Falsifying time sheets, attendance records, or other church records.
- Committing or attempting to commit deliberate damage to church property. Advocating or taking part in seizure or theft of church property.
- Reporting to work under the influence of alcohol or any other controlled substance.
- Inappropriate conduct toward any church member, visitor, fellow employee, or contractor.
- Examples of corrective action include verbal warnings, written warnings, disciplinary probations, or suspensions.

Verbal warning: A verbal warning is a confidential discussion with the employee to address a performance, attendance, or conduct issue. The supervisor should keep a written record of the dates and topics of verbal warnings.

Written warning: A written warning is the result of a confidential counseling session with the employee to address a significant performance, attendance, or conduct issue. A written warning documents the unacceptable action or performance through a

memorandum which indicates the nature of the problem, the date it was discussed, the action plan developed to address the problem, the date on which progress toward correction of the problem will be assessed, and the consequences of continued unacceptable actions or performance. The employee will be asked to acknowledge receipt of the document by signature.

Disciplinary Probation: This 30 to 90 day period is to be used for otherwise competent employees who for one reason or another are having difficulty in a particular performance area. The basis for this measure is to set forth a written action plan, consistently applied, that will rehabilitate the violator or modify the behavior so as to salvage employment. The action plan should be written in consultation with the Executive Pastor and the Chair of the Personnel Committee and filed in the employee's personnel file.

Supervisory counseling will be performed continuously throughout this period to provide feedback on progress to the employee. During this period the employee is ineligible for a pay increase, transfer, or promotion. A second disciplinary period for the same offense(s) will result in immediate termination.

Suspension: Suspension is a set period of time off work, with or without pay, not to exceed two weeks, for the purpose of correcting performance or conduct problems. Suspension is documented with a memorandum which indicates the nature of the problem, the date it was discussed, the dates of suspension, the pay status, the action plan developed to address the problem, the date on which progress toward correction of the problem will be assessed, and the consequences of continued unacceptable actions or performance. The employee will be asked to acknowledge receipt of the document by signature.

Documentation of any type of corrective action will be retained in the employee's personnel file.

Failure by the employee to respond to a plan for corrective action may result in further actions up to, and including, dismissal. Where determined necessary by TPC, dismissal may occur at any stage of the corrective action process.

COMPENSATION

Pay and Pay Periods

All employees are paid on the 15th and last day of each month, unless such days fall on a holiday or weekend, in which case employees will be paid the business day prior to holiday or weekend.

TPC complies with all Federal and State withholding requirements. To change a withholding, it is necessary to complete a new Federal or State withholding form. These forms are available in the Financial Manager's office.

Except in extreme emergencies and with the approval of the supervisor and the Church Administrator, requests for early payment of payroll checks will not be honored.

Confidentiality of Salary Information

An employee's rate of pay should be kept confidential. The Church Administrator maintains this information and strict guidelines for releasing this information have been established by the Personnel Committee.

Performance Reviews

In addition to general observation, an employee's performance will be formally reviewed at the end of ninety (90) days of employment and annually, thereafter. All administrative/support staff members are evaluated by the Church Administrator. Clergy staff and Program staff members are usually evaluated by a combination of his/her direct supervisor and members of the Personnel Committee.

Work Hours

Regular full-time employees work a 37.5 hour work week (unless otherwise stated in the terms of call for ministerial staff). A one-hour meal break will be provided. TPC does not guarantee a set number of hours per week. Regular part-time employees and interns work not more than twenty-five (25) hours per week. The appropriate supervisor establishes specific work schedules.

Non-Exempt Employees

Timekeeping: In order to maintain accurate payroll records, non-exempt employees must record the time worked on a time sheet, time card, or other timekeeping method provided by the church. Time sheets or time cards must be forwarded to the immediate supervisor weekly and should be received by the Finance Office by designated days so that payroll information can be processed in a timely fashion.

Recording any time prior to or after authorized work schedule makes the church's timekeeping system and information collected inaccurate. Employees are required to clock in at the beginning of a work shift and clock out when scheduled work ends. This

will assist in keeping track of hours and minimize any mistakes that affect an employee's paycheck.

Time recorded should reflect the total number of hours actually worked, plus non-working hours and dates (such as vacation, sick, or personal days) for which payment is being requested.

Overtime: Non-exempt full-time employees will be paid their regular hourly rate of pay for hours worked up to and including 40 hours a week. Overtime is paid for hours worked beyond 40 hours per week. To determine the 40 hours worked in a work week for overtime purposes, paid holidays, paid vacation and personal absence/sick leave will not count as time worked.

Compensatory time may be taken in lieu of overtime pay, but may be taken only with the prior approval of the employee's supervisor and must be taken within the same pay period in which it was earned.

Exempt employees are not eligible to be paid overtime.

Garnishments

Responding to garnishments is a time-consuming and costly process for the church because it involves preparing additional documents for submission to court officials. The church does not wish to become involved in the personal finances of an employee. The church encourages any employee whose wages are garnished to make arrangements to pay the debt so as to release the garnishment. This will save both the church and the employee the cost involved in processing the garnishment.

BENEFITS

The following benefit descriptions are provided as a broad overview. Specific questions regarding benefits should be directed to the Church Administrator. The church may amend the provisions, terms, or conditions of the described benefits. Employees will be informed of any changes made.

Insurance coverage is described in official documents of the respective companies. These documents are the only official and binding reports concerning the church's insurance benefits. Neither this handbook nor any written or oral communication from any agent or representative of the church shall replace the official documents.

Board of Pensions Benefits

Certain professional staff members are covered under the comprehensive benefits plan administered by the Board of Pensions of the Presbyterian Church, U.S.A.

Group Medical Insurance

All full-time employees may participate in the church's group insurance program. This coverage is paid by the church for the employee only. Information concerning the plan is furnished to each covered employee at the time of employment.

Dependent coverage is also available. The employee must pay the premium for the dependent coverage.

It is the employee's responsibility to inform the Church Administrator, in writing, of changes in family status.

All coverage will cease on the date of termination of employment unless extended at the employee's request and expense for a limited time, and with the approval of the insurance company, within legal limits. Details concerning the extension of coverage can be made available through the insurance company.

All eligible employees and their dependents will be required to meet minimum insurability requirements. Pre-existing medical conditions may require a waiting period before coverage begins.

The church shall not be held liable for rejection of applicants, refusal of claims, or changes in coverage.

Retirement/Annuity

Employees not covered under the comprehensive policy of the Board of Pensions: The church will contribute a percentage of an employee's salary up to a targeted goal of 11% of base salary, into a qualified 403(b) Plan (a tax-sheltered retirement plan for employees of tax-exempt organizations) for all full-time employees who work more than

twenty-five (25) hours per week. Employees may contribute additional funds subject to limits imposed by the Internal Revenue Service.

Flexible Spending Accounts for Medical Expenses

Full-time employees may establish flexible spending accounts up to \$5,000 annually (or amounts determined by the Personnel Committee) to assist in out-of-pocket medical expenses actually incurred. For more information regarding these accounts, please refer to the documents available from the Church Administrator.

Group Term Life Insurance

The church provides group term life insurance for full-time employees in the amount of \$25,000. Coverage ceases upon termination of employment. The Church Administrator should be notified of any changes in coverage. In the event that someone other than an employee's spouse is named as a beneficiary on the life insurance policy, the spouse must be notified in writing of this decision and appropriate approval must be given.

Accidental Death and Dismemberment Insurance

The church will pay for this coverage for full-time employees.

Long-Term Disability Insurance

The church will pay for this coverage for full-time employees.

Workers' Compensation Insurance

All employees are automatically covered under the church Workers' Compensation insurance at the time they are hired. The church pays for this coverage.

Unemployment Insurance

Since the church is exempt from paying Federal or State Unemployment Tax, no benefits can be received under this program when employment is terminated for any reason.

Reimbursement for Business-Related Expenses

Employees will be reimbursed for all pre-approved business-related expenses incurred in the normal course of work. The most common example includes the use of an employee's personal vehicle for church business. Other expenses include meals, travel, entertainment, etc. All expenses should be properly documented before reimbursements can be made. Documentation should be submitted to the Finance Office in a timely manner so that payment can be made accordingly. (Note: mileage should be documented using odometer readings or actual miles driven; gasoline receipts will not be accepted).

HOLIDAYS, VACATIONS, AND LEAVE TIME

Holidays

The church provides thirteen (13) paid holidays for all full-time employees.

New Year's Day	Thanksgiving Day
Martin Luther King, Jr.'s Birthday	Friday after Thanksgiving
Easter Monday	Christmas Day
Memorial Day	Day after Christmas
Fourth of July	New Year's Eve
Labor Day	Two (2) Personal Days

Regular salary rates and regular daily hours are used to compute holiday pay. Holiday pay is not included in regular hours worked when computing overtime.

If a holiday falls on a Saturday or Sunday, the holiday will be observed on either Friday or Monday.

Employees scheduled to work on a holiday who fail to report to work will not receive pay.

If a holiday falls during a full-time employee's approved vacation period, the employee will be paid for that day and will not be charged for a vacation day on the day the holiday is observed.

Employees on leave of absence are not eligible for pay on holidays that are observed during that period.

Personal days must be scheduled with the employee's supervisor only after completing 90 days of employment. An employee hired after September 30 will not receive a personal day for the calendar year in which he/she was hired. Personal days are not cumulative. In the event employment is terminated, no compensation will be paid for unused personal days.

Part-time employees who regularly work more than 20 hours a week and work on a holiday will be paid proportionate hourly rates provided the holiday falls on a regularly scheduled workday for that employee.

Vacations

The church provides annual paid vacation for all full-time employees. Eligible employees begin earning vacation at the time of employment; however, the time is not available after the employee has completed ninety (90) days of employment, unless approved in writing by the Church Administrator or Executive Pastor.

Eligibility

Paid vacation is available to all regular full-time and part-time employees who work twenty (20) hours or more a week. Leave for part-time employees is pro-rated based on the percentage of time worked.

Accrual

Vacation earnings for full-time employees are as follows:

LENGTH OF SERVICE	NUMBER OF DAYS
Employment through	
Five years	10 days
Year 6	11 days
Year 7	12 days
Year 8	13 days
Year 9	14 days
Year 10	15 days
Year 11	16 days
Year 12	17 days
Year 13	18 days
Year 14	19 days
Year 15 and Thereafter	20 days

Approval

Pastoral staff vacations should be approved by the Executive Pastor. Non-pastoral staff employees should have their vacations approved by their supervisor. All requests should then be submitted to the Church Administrator.

Carryover

Employees are encouraged to use personal time for rest and relaxation. No more than five (5) vacation days may be carried over into the next calendar year. Under

special circumstances, the employee's supervisor may approve additional carryover. This approval must be in writing and maintained in the employee's personnel file.

Usage

In their first year of employment, eligible employees accrue vacation days from their first day of employment, but may use those days only after completing 90 days of employment. The number of days available during that first year will be based on the percentage of the year remaining when the employee commences employment. Fractional days will be rounded to the nearest whole day. For example, an employee who begins employment on March 15 will be employed for 79% of the year and will accrue 8 vacation days (7.9 days, rounded to the nearest whole day), and may begin using those days after June 15.

Separation

Employees whose employment ends for any reason will be paid accumulated vacation days; however, days available for the separation year will be pro-rated based on the percentage of the year worked.

Sick Leave

Full-time and part-time employees who work more than twenty (20) hours a week are eligible to receive sick leave. This benefit is available as a protection against loss of income due to illness or injury to the employee or immediate family member.

Immediate family member in this policy refers to a spouse, child, grandchild, parent, brother, sister, step-brother, step-sister, grandparent, mother-in-law, father-in-law, or legal guardian. Eligible employees must complete ninety (90) days of employment to receive sick leave pay.

Eight (8) days of sick leave are made available to all full-time employees on January 1 for use as needed during the calendar year. Part-time employees are granted sick leave at one-half the rate of full-time employees. If an employee is hired during the year, sick leave hours are made available upon employment on a pro-rata basis of .66 days for each month for the remainder of the year for full-time employees. Part-time employees will receive one-half this rate.

If a personal illness/injury requires an employee to be absent for more than eight consecutive days, a physician's statement may be required by the Church Administrator or the Personnel Committee.

Unused sick leave benefits accumulate from month to month and year to year for use at a future time. An employee may accumulate up to fifteen (15) weeks at thirty seven and 1/2 (37.5) hours per week. No payment will be made for earned but unused sick leave. All coverage under this plan ceases on the date employment is terminated.

Medical Leave of Absence

A medical leave of absence is defined as a leave of absence for an employee's non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition.

Employees who have completed the 90-day orientation period may submit a written request for a medical leave of absence, for the length of any disability up to a maximum of four months.

Should an employee become disabled and require a medical leave of absence, this occurrence should be fully documented with sufficient statements from physicians. The employee is expected to discuss all details, including dates of the period of disability with the Church Administrator. No payment in excess of accumulated sick leave will be made. The employee must use only the accumulated sick leave that has been earned. Should the length of the leave extend beyond the number of accumulated sick days, the remaining time on leave will be treated as leave without pay.

Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that the employee is able to safely perform his/her duties will normally be returned to the former job classification if an opening exists or, if no such opening does exist, the employee will be considered for a comparable position in another area if such position is available.

Personal Leave of Absence

A personal leave of absence is defined as a leave of absence, without pay, for a period of time not to exceed ninety (90) days. Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence. Written requests must state the reason for the leave, as well as the beginning and ending dates of such leave. All requests will be considered on a case-by-case basis.

All requests for personal leave must be approved by the Executive Pastor and the Personnel Committee.

Employees who return to work at the end of a personal leave will normally be returned to their former job if such opening exists. If no such opening exists, the employee will be considered for a comparable position if one is available.

Study Leave

A study leave is defined as a leave of absence for personal growth and professional advancement. Certain pastoral staff and other professional staff employees are granted study leave in accordance with their terms of call or contract. Written requests for study leave must be submitted for approval to the Executive Pastor ninety (90) days in advance.

Military Leave

A military leave is defined as a leave of absence for required military service. The church complies with applicable state and federal law concerning leaves for military service.

Workers' Compensation Leave

A workers' compensation leave is defined as a leave of absence for a work-related illness or injury, subject to workers' compensation coverage. The church complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the Personnel Committee, if appropriate.

Parental Leave

Purpose

To provide time and support for new parents to recover from childbirth and/or to care for and bond with a newborn or newly adopted minor child.

Eligibility

Any full-time employee of Trinity Presbyterian Church (the "Church") who has been employed full time by the Church for at least twelve (12) consecutive months.

Terms

Full-time employee: For purposes of this policy, full-time employee shall mean any employee of the Church, including clergy, who works thirty-seven and a half (37.5) hours or more a week for the Church on a regular basis.

Maternity Leave: Any eligible full-time employee who gives birth to or becomes the mother of a child through adoption of a minor child shall be entitled to eight (8) weeks of paid leave at her regular rate of pay or salary based on a thirty-seven and a half (37.5) hour work week. The Church will continue to provide applicable benefits for the eligible employee during these eight weeks as well.

After the eight weeks of paid Maternity Leave have been used, the eligible full-time employee may extend the Maternity Leave for up to an additional four (4) weeks. These four weeks shall be unpaid but the Church will continue to provide applicable benefits for the eligible employee during the additional unpaid weeks.

Paternity Leave: Any eligible full-time employee who becomes the father of a child through childbirth or adoption of a minor child shall be entitled to two (2) weeks of paid leave at his regular rate of pay or salary based on a thirty-seven and a half

(37.5) hour work week. The Church will continue to provide applicable benefits for the eligible employee during these two weeks as well.

After the two weeks of paid Paternity Leave have been used, the eligible full-time employee may extend the Paternity Leave for up to an additional ten (10) weeks. These ten weeks shall be unpaid but the Church will continue to provide applicable benefits for the eligible employee during the additional unpaid weeks.

Maternity or Paternity Leave (collectively, "Parental Leave") must be taken no later than six (6) months from the birth or adoption of a child.

With the consent of the Personnel Committee, any earned and accrued sick leave or vacation may be added to the time of the Parental Leave.

When the use of Parental Leave is anticipated, the eligible full-time employee shall provide written notice to the Executive Pastor and the Church Administrator as far in advance as possible to allow the Church sufficient time to plan for the person's absence.

General Leave Notifications

The following general provisions apply to all leaves of absence:

A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and, when appropriate, must be accompanied by a physician's written statement, certifying the need for an extension. All extensions to leaves of absence must be approved in advance, in writing, by the Executive Pastor and the Personnel Committee.

Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

Coverage under the church's benefits plans will be continued on the following basis:

The premiums will be paid by the church if the employee is still eligible to use accumulated sick leave

The premiums will be paid by the employee if the employee is not eligible to use accumulated sick leave

Employee will not accumulate length of service during leaves of absence.

Employees on leave of absence will be subject to layoff on the same basis as employees who are not on leave.

Employees on leave of absence must communicate with their supervisor on a regular basis, at least monthly, regarding the status of their employment and their anticipated date of return.

Employees who falsify the reason for a leave of absence will be subject to disciplinary action, up to and including termination.

Bereavement Pay

An employee may be granted up to three (3) days, with pay, to attend the funeral of a member of the employee's immediate family, as defined above. (See Sick Leave.)

Time off to attend the funeral of an individual not defined as immediate family may be granted. This time off will be charged to the employee's vacation or personal leave.

In the event that an employee requires more than three (3) days to attend to personal affairs related to the death of a family member, the employee must use earned vacation or personal leave time.

Jury Duty Pay

An employee will be paid while serving on jury duty. The Church Administrator must be given a copy of the summons. Employees are expected to return to work when released from jury duty. Fees paid to employees by the court may be kept by the employee.

Inclement Weather Pay

When inclement weather conditions exist, the Church Administrator, in conjunction with the Executive Pastor, will make a decision concerning the opening and closing of the Church Office. Employees are expected to work during all periods when the office is designated to be open. If weather conditions prohibit an employee from safely reporting to work, even if the Church Office is open, the employee will not be penalized. It is the responsibility of the employee to inform the Church Administrator of his/her status.

Voting

All employees are encouraged to vote. Employees who do not have sufficient time outside working hours to vote, will be allowed up to two hours, with pay, for this purpose, to be used at either the beginning of the work day or the end of the work day. Time away from work for the purpose of voting will be granted upon request, subject to scheduling with each supervisor.

Professional Development

Employees are encouraged to keep their current skills up to date and to sharpen and improve their knowledge base. Thus, participation in an educational program or membership in a professional organization is encouraged. Often the dues and related

expenses are paid by the church. Requests for payment of such expenses should be approved by the Executive Pastor for all of the Pastoral staff and by the Church Administrator for all other staff members. These expenses should be approved in advance of any expenditure.

In the event that an employee was unable to use funds allocated to him/her for some reason during the current year, funds can be carried into the following fiscal year with the written approval of the Executive Pastor and the Church Administrator, along with written notification to the Church Treasurer. However, funds budgeted for continuing educational purposes but not used for that purpose will not be paid to the employee as income in any form.

STANDARDS OF CONDUCT

Personal Conduct

As an employee of TPC, an employee's lifestyle may be subject to more scrutiny than the lifestyle of an employee of a nonreligious, for-profit organization.

Any conduct, whether on church property and during work hours or otherwise, which may cause embarrassment to TPC or, in the judgment of the Personnel Committee or its designee, impacts the employee's effectiveness may result in immediate termination, even though the performance is otherwise satisfactory.

Appearance

Clothing should be also being professional and tasteful. Uniforms may be required for certain positions. If an employee reports to work in clothing that is deemed to be inappropriate, he/she will be asked to return home and change clothes.

Attendance

Part of an employee's performance requirement is good attendance. Each employee is expected to be present and ready to work during all scheduled work hours. Poor attendance or tardiness disrupts production and reduces the quality of service. Attendance records are kept to document absences for pay purposes and will be considered in evaluating performance.

If an employee develops a recurring pattern of lateness or unexcused absences, he or she will be subject to disciplinary action up to and including dismissal. Lateness and attendance records will be taken into consideration if an employee applies for a promotion. An employee may be counseled at any time by his or her supervisor for a recurring pattern of lateness.

Church Property

All equipment, computers, cell phones, credit cards, and other property of TPC are to be used for business purposes only. Non-business usage will result in disciplinary action, up to and including dismissal.

Removing TPC's supplies or equipment for personal use is prohibited unless approved by the employee's supervisor.

Computer Usage Policy

TPC has a written Computer Usage Policy to protect the integrity of its computer system and the information contained thereon. Each employee is required to read, execute a copy of, and abide by the terms of this policy. Copies of the policy are available from the Church Administrator.

Anti- Harassment Policy

TPC is committed to maintaining a work environment that is free of harassment or intimidation. In keeping with this strong commitment, the church will not tolerate harassment of employees by anyone, including any supervisor, coworker, vendor, client, member, or visitor to church premises.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon an individual's sex, race, religion, national origin, age, disability, sexual orientation, or other classification protected by law. The church will not tolerate harassing conduct that affects pay or benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

While all the referenced types of harassment are prohibited, sexual harassment deserves special reference. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

Submission to such conduct is made either an explicit term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any individual either experiencing or observing a suspected incident of harassment should report the incident to his/her supervisor, the Senior Pastor, the Executive Pastor, the Church Administrator, or the Personnel Committee immediately.

All complaints of sexual harassment will receive immediate attention. It is the church's policy to investigate all such complaints thoroughly, promptly, and in an impartial manner. If such an investigation reveals that the complaint is valid, the church will administer disciplinary and other corrective action as appropriate to stop the harassment and prevent its recurrence. Such disciplinary action shall include any corrective action deemed necessary, up to and including immediate termination of employment. Discipline will be based on the seriousness of the offense. To the fullest extent practicable, the church will keep complaints, related investigations, and the terms of their resolution confidential. Retaliation against victims or witnesses is strictly prohibited.

The above procedures with regard to claims of sexual harassment shall apply equally and in full force to complaints alleging other forms of harassment besides sexual harassment.

All church employees are responsible for helping to assure that the church successfully avoids harassment and its effects. An environment free of harassment is more enjoyable and more conducive to providing a quality workplace.

Grievance and Problem-Solving Procedure

The purpose of this grievance procedure is to provide an appropriate and fair process for an employee to resolve work-related problems or disagreements with other employees, or supervisors or to assist in interpretation of church personnel policies. It provides a step-by-step process to follow without fear of unfair treatment. The procedure provides a process whereby parties involved may deal with the situation in a mature and logical manner, respecting the integrity of all parties involved.

An employee will not be penalized for following the procedures outlined under this grievance procedure. Supervisors are responsible for ensuring that the grievance is either satisfied or that the employee's right of appeal is exhausted, as follows:

Step 1 - The Immediate Supervisor: When an employee believes that a work-related problem has occurred, the matter should be brought to the attention of the supervisor in writing. If the problem concerns the supervisor, it should be discussed first with the supervisor's supervisor. It is inappropriate to discuss the problem with another employee or any other supervisor.

Step 2 – The Church Administrator: If an employee is not satisfied with the decision of the immediate supervisor, he/she may appeal in writing to the Church Administrator. The Church Administrator will discuss the matter with the employee and immediate supervisor and attempt to resolve the issue.

Step 3 – The Executive Pastor: If an employee is not satisfied with the decision of the Church Administrator, he/she may appeal to the Executive Pastor. The Executive Pastor will discuss the matter with the employee and immediate supervisor and attempt to resolve the issue.

Step 4 – The Personnel Committee: If an employee is still not satisfied with a decision, an appeal for a review by the Personnel Committee can be made.

Information concerning a grievance is confidential and should not be discussed with unrelated parties.

Decisions on grievances will neither be precedent-setting nor binding on future grievances unless they are stated as official policy. Generally, the decisions will be retroactive to the date of the official written complaint.

GENERAL ADMINISTRATIVE GUIDELINES

Illness or Injury on Church Property

Any employee accident or injury on church property, regardless of its severity, must be reported to the employee's supervisor and the Church Administrator should be notified as soon as possible. It is important that proper medical care and treatment be made available when needed. Also, it might be necessary for the insurance company to be contacted.

Telephone Calls

When employees make personal long distance telephone calls, the employee is responsible for reimbursing the church for this expense. The telephone system tracks calls made from each extension and it is the responsibility of the employee to honestly identify all personal long distance telephone calls and reimburse the church, accordingly.

Parking

Employees park at their own risk. The church will not be responsible for theft or damage to any vehicle parked on the church property. Also, the church cannot be responsible for personal property left inside vehicles that should become lost, stolen, or otherwise destroyed.

Other Employment

If an employee has obtained or does obtain employment outside of the church, it must be recognized that this outside employment should not be allowed to interfere, in any way, with the performance of the employee's work at the church.

Housekeeping

All work areas should be maintained in a neat and orderly manner at all times. All sensitive and confidential data should be kept locked or stored securely.

Privileged Information

Most church employees will, from time to time, be exposed to privileged and sensitive information. Such information must remain confidential.

Smoking

No smoking or use of other tobacco products is allowed in any of the church buildings.

ACKNOWLEDGEMENT FORM _____

This **Employee Handbook** has been prepared for your information and understanding of the employment policies, philosophies, practices, and benefits of Trinity Presbyterian Church. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Church Administrator. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of
[Employee's Printed Name]
the Trinity Presbyterian Church **Employee Handbook** (revised January 2009) which outlines the employment-related goals, policies, benefits, and expectations of Trinity Presbyterian Church, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the **Employee Handbook** provided to me by Trinity Presbyterian Church. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the employment-related goals, policies, practices, benefits, and expectations of Trinity Presbyterian Church.

I understand that it is my responsibility to request clarification from my supervisor for any questions regarding the information in this handbook and that this handbook is subject to change without notice.

I understand that the Trinity Presbyterian Church **Employee Handbook** is not a contract of employment and should not be deemed as such.

(Employee's Signature)

(Date)

Trinity Presbyterian Church | 404.237.6491 | 404.264.0470 fax
3003 Howell Mill Rd NW | Atlanta, GA 30327
www.trinityatlanta.org